# Embassy of the United States of America



Amman, Jordan December 18, 2014

To: Prospective Offerors

Subject:

Request for quotation number S-JO100-15-Q-0020

The Embassy of the United States of America requests you to provide Public Diplomacy Space Reconfiguration Project at the American Embassy – Amman.

Enclosed is a Request for Quotations (RFQ), if you would like to submit a proposal, please see the Statement of Work attached, and submit it to the address shown on Standard Form 1449, attached hereto.

The U.S. Government intends to award a purchase order / contract following the procedures outlined in this RFQ. We intend to award a purchase order based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Proposals are due by **Thursday January 08, 2015** at 13:00 p.m. local time, all proposals should be deliver at the back gate of the US Embassy compound

The post will arrange for site visits at 10:00 a.m., on Tuesday December 23, 2014. Offerors should send the name of attendees to Mahmoud Itani, e-mail <u>itanimm@state.gov</u> to make appropriate arrangements by latest <u>December 21, 2014</u> (14:00 pm) to get the access approval for attendees.

Sincerely;

Nadine F. Johnson Contracting Officer

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| 2. CONTRACT NO.                     | DATE   |  |                                  | ADER NOWBER                     |                  | 5. SOCIOTATION NOMBER  |                       |                             |  |  |
|                                     |  |  |                                  |                                 |                  | S-J                    | D100-15-C             | 2-00020                     | December 18, 201   |  |
| 7. FOR SOLICITA                     | TION   | a. NAME  |                                  |                                 |                  |                        | PHONE NUMBE           | R(No collect                | 8. OFFER DUE DATE/ LC  |  |
| INFORMATION CALL:                   |  |  |                                  |                                 | (962) 6 590-6133 |                        | January 08,2015       |                             |  |  |
|                                     |  | Mahmoud M                                      | . Itani                          |                                 |                  | (002                   | ., 0 000 0            |                             | 13:00  |  |
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| Amman-Jordan                        |  |  |                                  |                                 |                  |                        |                       |                             |  |  |
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# **United States Department of State**

**US Embassy Amman Jordan** 

Scope of Work (SOW)

PD Space Reconfiguration Project

At the US Embassy, Amman

# Scope of Work (SOW) PD Space Reconfiguration Project At the U.S. Embassy, Amman

### **OVERVIEW:**

The United States Government (USG), Department of State (DOS), has a requirement to reconfigure office spaces and make changes to the existing layout of the offices in the second floor south chancery building located inside the US embassy compound Amman-JORDAN.

Changes to the existing layout will be according to the provided proposed layout by the COR.

The USG requires quotations for a contracting firm to execute and complete the proposed modifications.

# INTENT

Requirements in this SOW serve as a guideline to the Contractor for reconfiguration of the offices in the second floor, south chancery building. The Contractor shall perform all services in accordance with international professional standards of skill, and shall conform to generally accept professional practices.

## **PROJECT DESCRIPTION**

The USG intends to: Reconfigure office spaces at the second floor of the south chancery building located inside the US embassy compound Amman-JORDAN. The requirements below are the basis for the reconfiguration.

### SITE VISIT

The contractor must acquaint themselves with the existing conditions and take these conditions into consideration when preparing his bid. Lack of knowledge relative to the existing site conditions will not be allowed as basis for compensation. The contractor shall lay out its work from base lines indicated on the drawings and scope of work and shall be responsible for all measurements in connection with the lay out. The contractor shall furnish, at his own expense, all material (except electrical-mechanical), stakes, templates, platforms, equipment, tools, and labor required to layout any part of the work. Before proceeding with the layout of actual work, verify the lay out information shown on the drawings in relation to the property survey and new pre cast facility and existing benchmarks or buildings. As work proceeds, check every element for space, installation, line and level. The contractor shall

immediately report any problem to the **Contracting Officer Representative** (COR), and shall not continue the work until such problems are resolved.

#### SCOPE OF WORK

Contractor shall provide all necessary tools, services, labor, skills and techniques to complete the work described below as per US Embassy standards and to the COR's satisfaction. Quantities for the below line items will be provided in a separate BOQ sheet. The Contractor will be providing all the necessary materials to execute the work described below:

- 1) Demolishing of existing drywalls (Gypsum board walls with steel studs every 40 cm) as shown in Figure 1.
- 2) Installing new drywalls as shown in the attached drawings. This includes the following:
  - a) Installation of steel studs structure spaced every 40 Cm center to center, and to the height of the existing wall.
  - b) Installation of gypsum board sheets on both sides to the height of the existing walls.
  - c) Relocating existing junction boxes (Electrical, telephone and date) as per proposed furniture layout and in coordination with the COR.
  - d) Installation of rubber base panel in the renovated areas.
- 3) Installation of new suspended as shown in the attached drawing, this includes the following:
  - a) Aligning the new suspended ceiling with the existing one, the new suspended ceiling shall be leveled throughout the area and shall be leveled with light fixtures, sprinkler heads, diffusers, smoke detectors, Etc.)
  - b) Coordination with US embassy technicians on modifying the sprinkler heads, diffusers, smoke detectors or any electrical-mechanical work.
- 4) Painting of new walls and existing walls, this will include patching, and fixing any existing damages to the walls, taping exposed surfaces i.e. door frames, lights, outlets, pull stations, Etc.
- 5) Contractor shall remove existing carpet tiles and install new, The existing carpet tiles are glued down and it is the contractor responsibility to evaluate the existing condition, carpet will be supplied by the USG (Figure 4)
- 6) Removing all wall fixtures such as Electrical outlets, light switches, telephone and date outlets, and relocate them as per new furniture layout, every set of four desks shall have 1X (4 port electrical outlet), 1X (4 port telephone outlet), 1X (4 port data outlet).

- 7) Contractor shall install a 20 cm wide cable tray as per attached drawings, materials will be supplied by the USG.
- 8) Re-arranging existing lighting fixture as per new furniture layout plan.
- 9) If required, electrical and mechanical fixtures, fittings or materials will be supplied by the USG.

#### General

- 1. The contractor shall consider following a phasing approach in execution, the project could be executed in 2-3 phases.
- 2. Contractor work shall comply with US building regulations and standards.
- 3. Contractor shall provide their own scope of work, data sheets/specifications, samples of the materials they intend to use in the project.
- 4. The contractor shall rectify any damage to all areas on completion of the works.
- 5. The contractor shall supply all tools and labor to execute the work
- 6. Contractor shall provide all materials unless electrical-mechanical materials, cable trays, carpet and ceiling tiles.
- 7. All waste material shall be taken from site and disposed off by the contractor
- 8. Contractor shall sustain cleanliness of work Site throughout the completion of work
- 9. Contractor shall execute all tasks with professional and quality manner.
- 10. All documentation regarding warranties, guarantees and instructional literature are to be handed to the COR prior to demobilization
- 11. Contractor personnel shall be escorted at all times during the project.
- 12. Contractor is responsible for all necessary modification prior to installation of electrical or mechanical fixtures.
- 13. All care must be taken to protect furnishings within the property and drop sheets to be used at all times where necessary.

- 14. Any variations are to be priced and approved in writing by COR before proceeding with the work.
- 15. All measurements are to be confirmed by the contractor on site.
- 16. Contractor shall provide a detailed work schedule preferably in MS project format.

### WORKING HOURS

Working hours will be Sunday to Thursday from 8:00-19:00. Other times shall be approved by the COR.

# SITE PREPARATION AND CLEANING UP

The Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. Before completing the work, the Contractor shall remove the work and premises any rubbish, tools, scaffolding, equipment, and materials that are not the property of the Government. Unsightly materials and debris including excess soil, garbage, and equipment should be removed as required; while materials should be scheduled for delivery only as required for immediate use.

#### WARRANTEE

The contractor shall submit a **Two-year** warrantee against defects of materials or workmanship (including crack repair). Upon notification of such defects within the warrantee period, the contractor shall make the necessary repairs and replacements in a timely manner at their cost to the satisfaction of the COR.

# • Performance period of time:

The works should be completed on site within (30 days) starting from receiving the Notice to Proceed letter and upon the COR's notification, contractor shall consider working night shifts starting at 16:30 and quote accordingly.

# Bill of Quantity (BOQ):

| Item | Description   | Quantity | Unit |
|------|---|----------|------|
| 1    | Demolishing Existing walls, removing leftover materials.  | 420      | m2   |
| 2    | supply and install New dry walls  | 14       | m2   |
| 3    | Supply and Install suspended ceiling grids. (Ceiling tiles to be provided by the USG and installed by contractor) | 500      | m2   |
| 4    | Painting and wall repair (supply and application)   | 300      | M2   |
| 5    | Installation only of a new door and frame, including painting the frame   | 2        | Each |
| 6    | Supply and Installation of Rubber baseboard   | 200      | LM   |
| 7    | Carpet Installation/replacement (Existing carpet tiles are glued down)-Installation Only for the new open space   | 500      | M2   |
| 8    | Removing Electrical, Data, Telephone outlets and light switches.  | 1        | Lump |
| 9    | Install electrical, Data, Telephone outlets and light switches (as per new furniture layout)                      | 1        | Lump |
| 10   | Re-Arrangement of light fixtures(as per new lighting layout)  | 1        | Lump |
| 11   | Installation of a 20 cm wide cable tray   | LM       | 114  |

# Attachments:

# Proposed Floor Plans:

- D1 Arch : Proposed Floor Plans
- D2 Ceiling Plan: Lighting, Ceiling, HVAC Vents
- D3 Electrical Outlets: Proposed Floor Plans
- D4 Furniture: Proposed Furniture Layout
- D5 Voice/Data: Proposed Floor Plan

# **Existing Conditions:**

- D7 Lighting, HVAC vents & Sprinklers
- D8 Room Key
- D9 Wall Demo Plan

# Construction Safety Regulations At the U.S. Embassy, Amman

#### **OVERVIEW:**

Monitoring of Post Managed construction projects for safety, health and environmental management rests on the POSHO (Post Occupational Safety and Health Officer) and/or Assistant POSHO who will review the site for health and safety plan, coordinate with the contractor for implementing the plan, and inspect the construction site to verify the contractor's safety and health plan is being fully implemented. If the POSHO and/or APOSHO observes any violations of the contractor's safety and health plan, he/she have the authority to stop the work until appropriate control measures are in place. The contractor will be responsible to report any mishap to the POSHO and/or APOSHO. The contractor shall complete the official the Department of State mishap reporting forms provided by the POSHO and/or APOSHO.

# **PURPOSE:**

The intent of this Scope of Work is to inform contractors of their general responsibilities for post managed construction projects. Safety regulations and standards in this SOW serve as a guideline to the Contractor for follow when working on the intended construction project. Construction activities rank high in accident rate occupations. With introduction of simple safety measures, many construction mishaps may be avoided or the impact greatly reduced.

# **SCOPE OF WORK**

- Per <u>15 FAM 935</u>, contractors must provide their employees with a safe and healthful condition of employment.
- The contractor shall follow the **CONTRACTORS' GENERAL RESPONSIBILITIES**
- Contractor shall provide a comprehensive safety plan when biding for construction project Scope of Work that will be reviewed by the POSHO and/or APOSHO.
- The Contractor shall attend a safety briefing with the POSHO and/or APOSHO to review the contractor's safety plan before mobilizing to execute the project.
- The contractor shall ensure proper safety; health and environmental requirements of the US Corps of Engineers- Safety and Health Requirements Manuel EM 385-1-1 applicable to their project are followed.
- The contractor shall **provide** all required personal protective equipment (PPE) for all the workers on site, and shall **enforce** the use of the appropriate gear for specific hazards.

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

The contractors shall be briefed in the initial safety briefing on Post's PPE standards and their responsibilities while performing work at post.

• Protective equipment for eyes, face, head, and extremities, protective clothing that includes safety shoes, respiratory devices, and protective shields and barriers, shall be used wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

- Each affected employee shall use appropriate <u>eye or face protection</u> when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- Each affected employee shall use appropriate <u>respiratory protection</u> when potentially exposed to air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors and when such hazards cannot be reduced or eliminated by effective engineering controls.
- Each affected employee shall wear <u>protective helmets</u> when working in areas where there is a potential for injury to the head from falling objects. Protective helmets shall also be worn to reduce electrical shock hazards when near expose electrical conductors which could contact the head.
- Each affected employee shall wear <u>protective footwear (safety shoes)</u> when working in areas where there is a danger of foot injuries due to falling and rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.
- Each affected employee shall wear protective <u>ear wear</u> whenever noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 80 decibels and when engineering controls cannot reduce or eliminate the hazard.
- Each affected employee shall wear <u>protective gloves</u> when working in areas where hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.
- The Contractor shall follow the **BARRICADING AND FENCING** safety regulations when applicable.
- The Contractor shall follow the **ELECTRICAL SAFETY** and **LOCKOUT / TAGOUT** safety regulations when applicable.
- The Contractor shall follow the **FALL PROTECTION** safety regulations when applicable.
- The Contractor shall follow the **HAZARD COMMUNICATIONS** safety regulations when applicable.
- The Contractor shall follow the **HAND AND POWER TOOL SAFETY** regulations when applicable.
- The Contractor shall follow the **SCAFFOLDING** safety regulations when applicable.
- The Contractor shall follow the NOISE safety regulations when applicable.
- The Contractor shall follow the **HOT WORK PERMIT** safety regulations when applicable.
- The Contractor shall follow the **TRENCHING AND EXCAVATIONS** safety regulations when applicable.
- The Contractor shall follow the **CONFINED SPACE ENTRY** safety regulations when applicable.

#### **SOLICITATION PROVISIONS**

# Instructions to Offeror. Each offer must consist of the following:

1. List of clients over the past <u>3</u> years, demonstrating prior experience with relevant past performance information and references (provide dates of contracts, places of performance, value of contracts, contact names, telephone and fax numbers and email addresses). If the offeror has not performed comparable services in <u>Jordan</u> then the offeror shall provide its international experience. Offerors are advised that the past performance information requested above may be discussed with the client's contact person. In addition, the client's contact person may be asked to comment on the offeror's:

2.

- Quality of services provided under the contract;
- Compliance with contract terms and conditions;
- Effectiveness of management;
- Willingness to cooperate with and assist the customer in routine confronted by unexpected difficulties; and
- Business integrity / business conduct.

The Government will use past performance information primarily to assess an offeror's capability to meet the solicitation performance requirements, including the relevance and successful performance of the offeror's work experience. The Government may also use this data to evaluate the credibility of the offeror's proposal. In addition, the Contracting Officer may use past performance information in making a determination of responsibility.

- 3. Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work;
- 4. The offeror shall address its plan to obtain all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2). If offeror already possesses the locally required licenses and permits, a copy shall be provided.
- 5. The offeror's strategic plan for delivery services services to include but not limited to:
  - (a) A work plan taking into account all work elements in Section 1, Performance Work Statement.
  - (b) Identify types and quantities of equipment, supplies and materials required for performance of services under this contract. Identify if the offeror already possesses the listed items and their condition for suitability and if not already possessed or inadequate for use how and when the items will be obtained;
  - (c) Plan of ensuring quality of services including but not limited to contract administration and oversight; and
  - (d) (1) If insurance is required by the solicitation, a copy of the Certificate of Insurance(s), **or** (2) a statement that the Contractor will get the required insurance, and the name of the insurance provider to be used.

FAR 52.212-1, INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS (APR 2014), is incorporated by reference (See SF-1449, block 27a).

# ADDENDUM TO SOLICITATION PROVISIONS FAR AND DOSAR PROVISIONS NOT PRESCRIBED IN PART 12

## 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at:

http://acquisition.gov/far/index.html/ or http://farsite.hill.af.mil/search.htm.

These addresses are subject to change. IF the FAR is not available at the locations indicated above, use of an Internet "search engine" (for example, Google, Yahoo or Excite) is suggested to obtain the latest location of the most current FAR provisions.

The following Federal Acquisition Regulation solicitation provisions are incorporated by reference:

| 52.209-7  | INFORMATION REGARDING RESPONSIBILITY MATTERS (FEB 2012) |
|-----------|---|
| 52.214-34 | SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE            |

TITLE AND DATE

52.225-25 PROHIBITION ON CONTRACTING WITH ENTITIES ENGAGING IN CERTAIN ACTIVITIES OR TRANSACTIONS RELATING TO REPRESENTATION AND CERTIFICATIONS (DEC 2012)

IRAN-

The following DOSAR provision is provided in full text:

(APR 1991)

**PROVISION** 

652.206-70 COMPETITION ADVOCATE/OMBUDSMAN (AUG 1999) (DEVIATION)

(a) The Department of State's Competition Advocate is responsible for assisting industry in removing restrictive requirements from Department of State solicitations and removing barriers to full and open competition and use of commercial items. If such a solicitation is considered competitively restrictive or does not appear properly conducive to competition and commercial practices, potential offerors are encouraged to first contact the contracting office for the respective solicitation. If concerns remain unresolved, contact the Department of State Competition Advocate on (703) 516-1696, by fax at (703) 875-6155, or by writing to:

Competition Advocate
U.S. Department of State
A/OPE

SA-15, Room 1060 Washington, DC 20522-1510.

(b) The Department of State's Acquisition Ombudsman has been appointed to hear concerns from potential offerors and contractors during the pre-award and post-award phases of this acquisition. The role of the ombudsman is not to diminish the authority of the Contracting Officer, the Technical Evaluation Panel or Source Evaluation Board, or the selection official. The purpose of the ombudsman is to facilitate the communication of concerns, issues, disagreements, and recommendations of interested parties to the appropriate Government personnel, and work to resolve them. When requested and appropriate, the ombudsman will maintain strict confidentiality as to the source of the concern. The ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Interested parties are invited to contact the contracting activity ombudsman, Management Counselor. For a U.S. Embassy or overseas post, refer to the numbers below for the Department Acquisition Ombudsman. Concerns, issues, disagreements, and recommendations which cannot be resolved at a contracting activity level may be referred to the Department of State Acquisition Ombudsman at (703) 516-1696, by fax at (703) 875-6155, or by writing to:

Acquisition Ombudsman
U.S. Department of State
A/OPE
SA-15, Room 1060
Washington, DC 20522-1510.

(End of clause)

#### **EVALUATION FACTORS**

- Award will be made to the lowest priced, acceptable, responsible quoter. The quoter shall submit a completed solicitation, including Sections 1 and 5.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- The lowest price will be determined by multiplying the offered prices times the estimated quantities in "Prices Continuation of SF-1449, block 23", and arriving at a grand total, including all options, if any.
- The Government will determine quoter acceptability will be determined by assessing the quoter's compliance with the terms of the RFQ.
- The Government will determine quoter responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:
  - · adequate financial resources or the ability to obtain them;
  - ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
  - · satisfactory record of integrity and business ethics;
  - necessary organization, experience, and skills or the ability to obtain them;
  - · necessary equipment and facilities or the ability to obtain them; and
  - be otherwise qualified and eligible to receive an award under applicable laws and regulations.

# ADDENDUM TO EVALUATION FACTORS FAR AND DOSAR PROVISION(S) NOT PRESCRIBED IN PART 12

The following FAR provisions are provided in full text:

# 52.217-5 EVALUATION OF OPTIONS (JUL 1990)

The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

# 52.225-17 EVALUATION OF FOREIGN CURRENCY OFFERS (FEB 2000)

If the Government receives offers in more than one currency, the Government will evaluate offers by converting the foreign currency to United States currency using the exchange rate used by the Embassy in effect as follows:

- (a) For acquisitions conducted using sealed bidding procedures, on the date of bid opening.
- (b) For acquisitions conducted using negotiation procedures—
  - (1) On the date specified for receipt of offers, if award is based on initial offers; otherwise
  - (2) On the date specified for receipt of proposal revisions.